SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: May 16, 2002

REVISED:

	439. UNCOMPENSATED LEAVE
1. Purpose	The Joint Operating Committee recognizes that in certain situations an employee may request extended leave for personal reasons, and the school could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.
2. Authority SC 1154, 1850.1	The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	Uncompensated leave shall not be granted for outside employment, vacations, extended vacations, hunting, and the like. No uncompensated leave for long-term periods will not be approved except for illness of the employee or where the School Code, court decisions, and law provide for such exceptions. Requests for short-term uncompensated leave shall be made to the Administrative Director for case-by-case review and decision. Uncompensated leave days shall be granted unless personal/emergency leave days have first been utilized. Where personal/emergency leave days are requested; a personal conference with the Administrative Director is not required so long as all requirements for requesting such leave days are met. When uncompensated leave is requested and the personal/emergency leave days have been used, a conference with the Administrative Director must be held at least three (3) days in advance of the uncompensated leave. In cases of extreme emergency, the three (3) day advance conference may be waived.
School Code 1154, 1850.1	